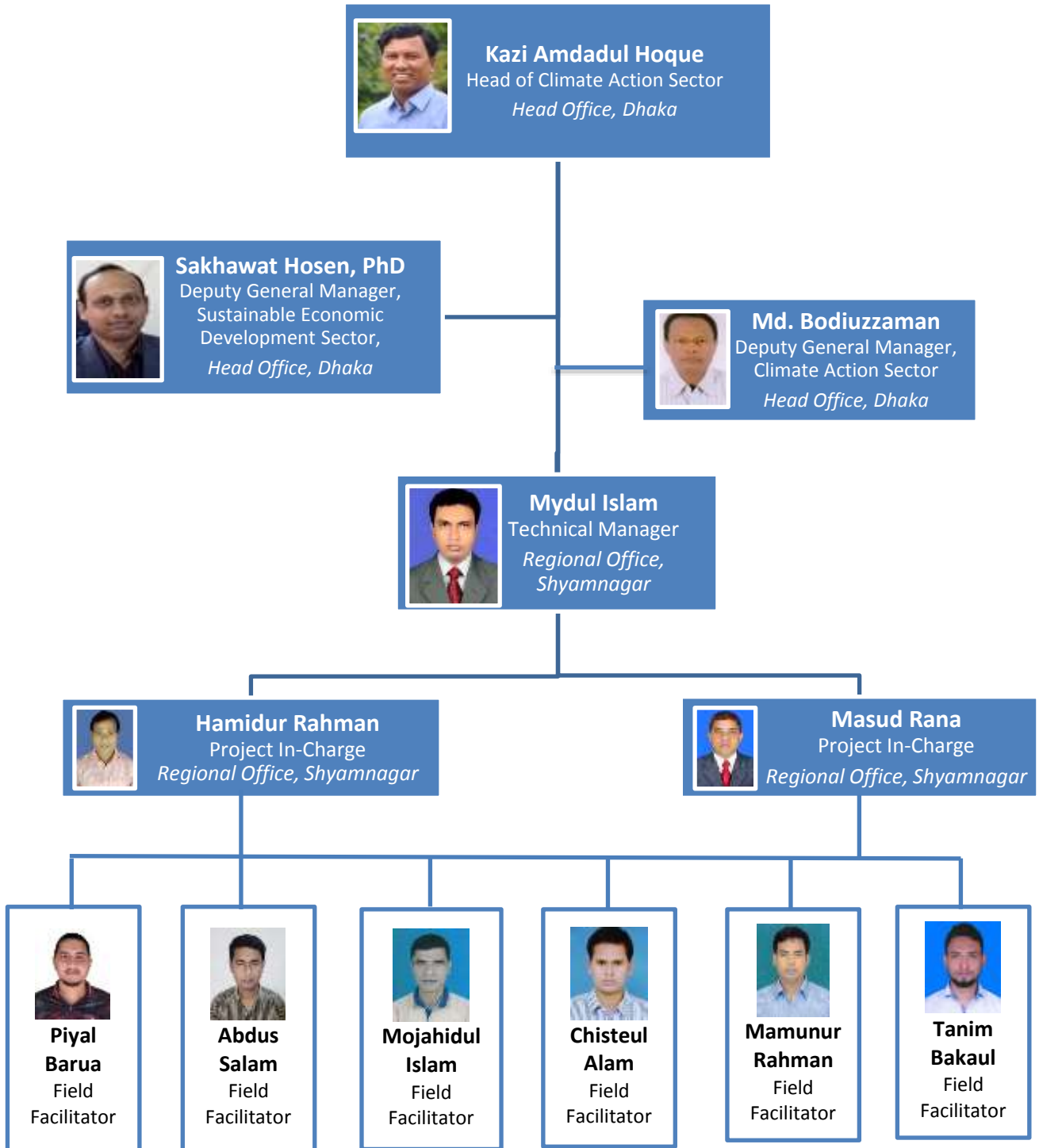




FRIENDSHIP





FRIENDSHIP

Function	Tasks Description
Head of Climate Action Sector	<ul style="list-style-type: none"> • Conceptual and Strategic Planning • Liaison with the Ministry and Department of Forest • Technical and Management Assistance for implementation and its guideline • Periodic Supervision at site level and with project team • Coordination with Friendship Luxembourg • Relationship with national and local government institutions and other NGO's such as IUCN
Program Managers (Deputy General Managers)	<ul style="list-style-type: none"> • Support of Head of Climate Action • General coordination between field and head office in Dhaka • Management of relations with the various stakeholders of the project • Monitoring, documentation and data collection from the field • Ensuring smooth running of the project, in close collaboration with Technical Manager and other sectors of Friendship if needed • Design and develop training manual for livelihood development • Select the plant species for different area of planation • Innovate and adopt new technologies which is appropriate for plantation • Day to day supervision, monitoring, and follow up of plantation and intercultural operation activities • Reporting

Function	Tasks Description
Technical Manager (Agronomist)	<ul style="list-style-type: none"> • Technical support • Coordination for bi-monthly meetings with Forest Department and quarterly meetings with Unions Parishad • Monitor and ensure the preparation of plantations and the protection and growth of nurseries • Manage the field teams in the plantation areas • Organize and conduct capacity building trainings for staff and community groups • Follow the daily activities of the community groups • Coordinate day-to-day relations with the Forest Department and Upazilla representatives • Monitor and report the progress of the project • Prepare monthly fund requisition, purchase requisition and maintained day to expenditure • Coordinate relations with the Union Parishads/Upazila parishod
Project In-charge (Supervisor)	<ul style="list-style-type: none"> • Monitor and ensure the preparation of plantations and the protection and growth of nurseries • Supervise the field teams in the plantation areas • Organize and conduct capacity building trainings for staff and community groups • Follow the daily activities of the FF and community groups • Day to day monitoring plantation and nurseries activities • Monitor and report the progress of the project to the Technical Manager • Coordinate relations with the Union Parishads
Field Facilitators (FF)	<ul style="list-style-type: none"> • assist Supervisor in the selection of implementation sites • organize field training for beneficiaries and train the community groups • keep regular contact with people from the communities involved in the project • Conduct community group meeting • facilitate seeds collection, management and maintenance of plantation • daily monitoring and support of Community Caretakers • support for the livelihood development • collect data, directly or from Community Caretakers, and hand data over to Supervisors